

Extras #7: Long Term TDY Travel Authorization

Objectives:

- Create TA for a long term TDY

Notes:

For Long Term TDY travel authorizations, it is a good idea to make sure you have all expenses and any other trips included in it.

If during a Long Term TDY, you are planning to rent a place, any “extra costs” such as cable, electric, etc) must be included in the lodging totals and not as a separate/miscellaneous expense. Justification for these extra expenses must be entered on the comments, otherwise Finance may disallow (FTR 301-11.15)

Per C301-11.201, if the employee’s travel assignment is 30 days or more, the per diem rate will be reduced to 55 percent of the full per diem rate (lodging plus M&IE) specified in the FTR for the location, unless a different rate can be fully justified.

Instructions: Execute the following steps:

You have been sent on a 3 month detail to Norfolk, VA. You leave March 1st and will not return until May 29th. Your POV costs will include a person taking you to the airport and picking you up. Your authorization will need to include the following costs:

Estimated Expenses

\$423.00 = Round-trip air fare

\$25.43 = TMC Fee

25 miles one way to airport using private vehicle (POV)

\$1700 for Rental Car

\$450 for Rental Car Gas

\$1350 for Parking

\$1800 for Hotel Tax

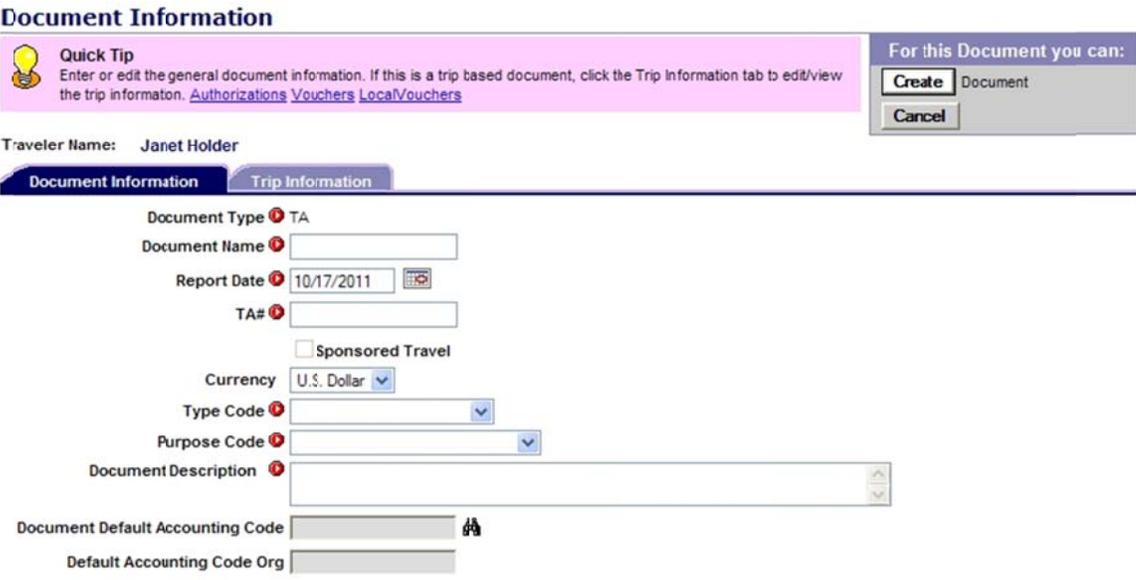
\$50 for Check Baggage Fees

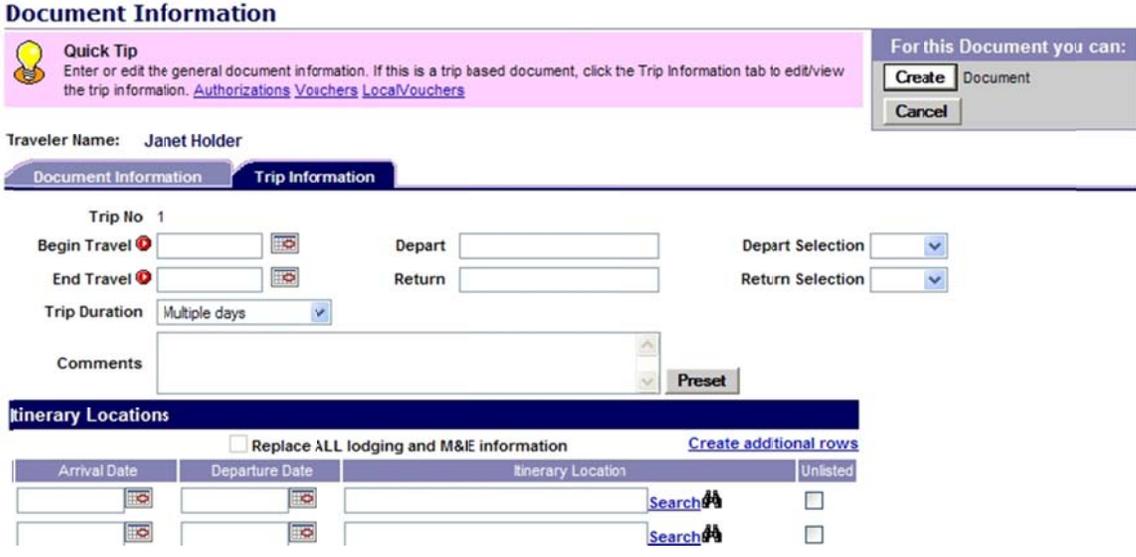
*You will also have to calculate 55% of the regular per diem rates for Lodging/M&IE for all days of the trip – including the travel days. This will be the last step in the process.

Step	Action
1	From the Home screen: ➤ Click Create New Document from the Document Toolbar

Step	Action
2	<p>For a Group Administrator, you will need to select a traveler by clicking on the Lookup icon  by either the VNum or Traveler Name field.</p> <div data-bbox="298 401 948 588"> <p>New Document</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p> Quick Tip To select a traveler, click on the VNum or Traveler Name lookup button. more</p> </div> <p>VNum  <input type="text"/></p> <p>Traveler Name  <small>(Enter last name and click lookup)</small></p> </div>

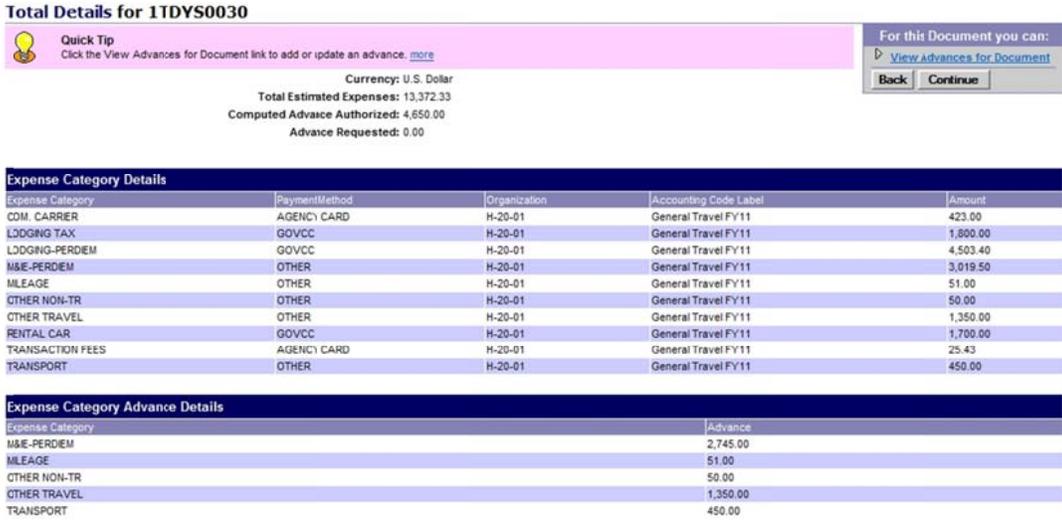
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2a	<p data-bbox="282 279 1333 348">If you chose VNum lookup icon, you will get a list of travelers you have access to showing in vendor number order.</p> <div data-bbox="289 386 1300 499"> <p>Enter Search Criteria</p> <p>VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="289 506 1300 1121"> <p>Search Results Click on an entry to select it</p> <p>Search Results Prev 20 Next 20</p> <table border="1" data-bbox="289 575 1300 1121"> <thead> <tr> <th>VNum</th> <th>Last Name</th> <th>First Name</th> <th>MI</th> </tr> </thead> <tbody> <tr><td>0006-00001</td><td>Rubis</td><td>Therese</td><td>A</td></tr> <tr><td>0006-00002</td><td>Davis</td><td>Karen</td><td>B</td></tr> <tr><td>0006-00003</td><td>Wenther</td><td>Scott</td><td>C</td></tr> <tr><td>0006-00004</td><td>Doran</td><td>Chris</td><td>D</td></tr> <tr><td>0006-00005</td><td>Holder</td><td>Janet</td><td>E</td></tr> <tr><td>0006-00006</td><td>Mathis</td><td>Jeff</td><td>F</td></tr> <tr><td>0006-00007</td><td>Kallsan</td><td>Pat</td><td>G</td></tr> <tr><td>0006-00008</td><td>Cropp</td><td>Tim</td><td>H</td></tr> <tr><td>0006-00009</td><td>Thorton</td><td>Charlene</td><td>I</td></tr> <tr><td>0006-00010</td><td>Bak</td><td>Darren</td><td>J</td></tr> <tr><td>0006-00011</td><td>Garcia</td><td>Pauline</td><td>K</td></tr> <tr><td>0006-00013</td><td>Papadakis</td><td>Mike</td><td>M</td></tr> <tr><td>0006-00019</td><td>Goldstein</td><td>Laura</td><td>S</td></tr> <tr><td>0006-00021</td><td>Jensen</td><td>Dan</td><td>U</td></tr> <tr><td>0006-00022</td><td>Snyder</td><td>Russ</td><td>V</td></tr> <tr><td>0006-00023</td><td>Higgins</td><td>Arlene</td><td>W</td></tr> <tr><td>0006-00024</td><td>Schmitz</td><td>Margaret</td><td>X</td></tr> <tr><td>0006-00025</td><td>Nielsen</td><td>Brad</td><td>Z</td></tr> <tr><td>0006-00030</td><td>Stokes</td><td>Laura</td><td>E</td></tr> <tr><td>0006-00037</td><td>Brown</td><td>Parke</td><td>L</td></tr> </tbody> </table> </div> <p data-bbox="282 1169 1395 1239">If you chose Traveler Name, you will get a list of travelers you have access to showing in alphabetical order.</p> <div data-bbox="289 1276 1300 1896"> <p>Search Results Click on an entry to select it</p> <p>Search Results Prev 20 Next 20</p> <table border="1" data-bbox="289 1350 1300 1896"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>VNum</th> </tr> </thead> <tbody> <tr><td>Bak</td><td>Darren</td><td>J</td><td>0006-00010</td></tr> <tr><td>Brown</td><td>Parke</td><td>L</td><td>0006-00037</td></tr> <tr><td>Cropp</td><td>Tim</td><td>H</td><td>0006-00008</td></tr> <tr><td>Davis</td><td>Karen</td><td>B</td><td>0006-00002</td></tr> <tr><td>Doran</td><td>Chris</td><td>D</td><td>0006-00004</td></tr> <tr><td>Garcia</td><td>Pauline</td><td>K</td><td>0006-00011</td></tr> <tr><td>Goldstein</td><td>Laura</td><td>S</td><td>0006-00019</td></tr> <tr><td>Higgins</td><td>Arlene</td><td>W</td><td>0006-00023</td></tr> <tr><td>Holder</td><td>Janet</td><td>E</td><td>0006-00005</td></tr> <tr><td>Jensen</td><td>Deborah</td><td>G</td><td>0006-00051</td></tr> <tr><td>Jensen</td><td>Dan</td><td>U</td><td>0006-00021</td></tr> <tr><td>Kallsan</td><td>Pat</td><td>G</td><td>0006-00007</td></tr> <tr><td>Lafin</td><td>Geri</td><td>N</td><td>0006-00039</td></tr> <tr><td>Martin</td><td>Bridget</td><td>M</td><td>0006-00038</td></tr> <tr><td>Mathis</td><td>Jeff</td><td>F</td><td>0006-00006</td></tr> <tr><td>Nielsen</td><td>Brad</td><td>Z</td><td>0006-00025</td></tr> <tr><td>Papadakis</td><td>Mike</td><td>M</td><td>0006-00013</td></tr> <tr><td>Rubis</td><td>Therese</td><td>A</td><td>0006-00001</td></tr> <tr><td>Schmitz</td><td>Margaret</td><td>X</td><td>0006-00024</td></tr> <tr><td>Snyder</td><td>Russ</td><td>V</td><td>0006-00022</td></tr> </tbody> </table> </div>	VNum	Last Name	First Name	MI	0006-00001	Rubis	Therese	A	0006-00002	Davis	Karen	B	0006-00003	Wenther	Scott	C	0006-00004	Doran	Chris	D	0006-00005	Holder	Janet	E	0006-00006	Mathis	Jeff	F	0006-00007	Kallsan	Pat	G	0006-00008	Cropp	Tim	H	0006-00009	Thorton	Charlene	I	0006-00010	Bak	Darren	J	0006-00011	Garcia	Pauline	K	0006-00013	Papadakis	Mike	M	0006-00019	Goldstein	Laura	S	0006-00021	Jensen	Dan	U	0006-00022	Snyder	Russ	V	0006-00023	Higgins	Arlene	W	0006-00024	Schmitz	Margaret	X	0006-00025	Nielsen	Brad	Z	0006-00030	Stokes	Laura	E	0006-00037	Brown	Parke	L	Last Name	First Name	MI	VNum	Bak	Darren	J	0006-00010	Brown	Parke	L	0006-00037	Cropp	Tim	H	0006-00008	Davis	Karen	B	0006-00002	Doran	Chris	D	0006-00004	Garcia	Pauline	K	0006-00011	Goldstein	Laura	S	0006-00019	Higgins	Arlene	W	0006-00023	Holder	Janet	E	0006-00005	Jensen	Deborah	G	0006-00051	Jensen	Dan	U	0006-00021	Kallsan	Pat	G	0006-00007	Lafin	Geri	N	0006-00039	Martin	Bridget	M	0006-00038	Mathis	Jeff	F	0006-00006	Nielsen	Brad	Z	0006-00025	Papadakis	Mike	M	0006-00013	Rubis	Therese	A	0006-00001	Schmitz	Margaret	X	0006-00024	Snyder	Russ	V	0006-00022
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2b	<p>The <i>New Document</i> screen appears with your traveler’s name and vendor number filled in.</p>  <p>➤ Click on the Document Type drop-down listing and select TA</p> <p>➤ Click the Create (<i>this Document</i>) button</p>
3	<p>The <i>Document Information</i> screen appears with the <i>Document Information</i> tab highlighted and fields displaying.</p>  <p>Enter the following information:</p> <p>➤ Document Name = <i>Same as TA#</i></p> <p>➤ TA# = <i>Use the next available one listed on your sheet</i></p> <p>➤ Type Code = <i>1-SINGLE-DOMESTIC</i></p> <p>➤ Purpose Code = <i>9-OTHER (See below)</i></p> <p>➤ Document Description = <i>90 day TDY Detail to Norfolk, VA</i></p>

Step	Action
4a	<p>Click on the Trip Information tab. If you click the Create button prior to clicking the tab you will receive an error message, click OK and it will take you to this tab.</p>  <p>Enter the following information in the top part of the screen:</p> <ul style="list-style-type: none"> ➤ Begin Travel = 03/01/## ➤ Depart = RES ➤ End Travel = 05/29/## ➤ Return = RES
4b	<p>The values selected in the Begin & End Travel dates will automatically populate in the Itinerary Location area. These dates must be filled in prior to filing in the Itinerary Location field.</p> <ul style="list-style-type: none"> ➤ Lookup or Enter the location (i.e. Norfolk, VA) ➤ Click the Create (<i>Document</i>) button <p>The Document Information screen still appears but the Document Toolbar now has different options available. It will also show your Document Name & TA#.</p> <p>Click on Expenses in the Document Toolbar to bring up the Edit/Enter Expenses screen.</p>

Step	Action																
5	<p>Enter the following information on the <i>Edit/Enter Expenses</i> screen:</p> <table border="0" data-bbox="282 352 925 640"> <tr> <td>Airline Flight</td> <td>\$423.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td>\$25.43</td> </tr> <tr> <td>Rental Car</td> <td>\$1700.00</td> </tr> <tr> <td>Gas-Rental/Govt Car</td> <td>\$450.00</td> </tr> <tr> <td>Parking Fees</td> <td>\$1350.00</td> </tr> <tr> <td>Hotel Tax</td> <td>\$1800.00</td> </tr> <tr> <td>Check Baggage Fees</td> <td>\$50.00</td> </tr> <tr> <td>IPOC-Private Vhcle</td> <td>25x4 = total mileage</td> </tr> </table> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p> <p>Note: On the <i>Expenses</i> screen the <i>Lodging</i> and <i>M&IE</i> will appear to put the full amounts in. However, when you look at totals, the amounts will be what you entered.</p>	Airline Flight	\$423.00 (Class = Y)	TMC Transaction Fee	\$25.43	Rental Car	\$1700.00	Gas-Rental/Govt Car	\$450.00	Parking Fees	\$1350.00	Hotel Tax	\$1800.00	Check Baggage Fees	\$50.00	IPOC-Private Vhcle	25x4 = total mileage
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6	<p>Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p> <p>➤ Verify there is current FY accounting code</p> <p>➤ If there is not, click on one from your master list, Allocate if necessary</p>																
7	<p>Click on Document Information in the <i>Document Toolbar</i> to open up <i>Document Information</i> screen.</p> <p>➤ Change the <i>Type Code</i> field from 1-SINGLE-DOMESTIC to 1-OVERRIDE-DOMESTIC</p> <p>A pop-up message will appear:</p> <div data-bbox="282 1360 945 1619" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Message from webpage</p> <p> You have selected an open type code; The allocation method of this document will be changed from By Expense to By Expense Category.</p> <p style="text-align: right;">OK</p> </div> <p>➤ Click OK</p> <p>➤ Click on the <i>Trip Information Tab</i></p>																

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<p>8</p>	<p>Document Information for 1TDYS0030</p> <p>Quick Tip Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. Authorizations Vouchers Locals/Vouchers</p> <p>For this Document you can: <input type="button" value="Save"/> Changes to Document Information <input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Traveler Name: Janet Helder</p> <p>Document Information Trip Information</p> <p>Trip No: 1</p> <p>Begin Travel: 03/01/2011 Depart: RES: Depart Selection: RES: End Travel: 05/29/2011 Return: RES: Return Selection: RES: Trip Duration: Multiple days</p> <p>Comments: PREPARED BY: AUTHORIZED BUSINESS CALLS <input type="button" value="Preset"/></p> <p>Itinerary Locations</p> <p><input type="checkbox"/> Replace ALL lodging and M&IE information Create additional rows</p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> <th>Override</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>03/01/11</td> <td>05/29/11</td> <td>NOFFOLK,VA</td> <td><input type="checkbox"/></td> <td><input type="button" value="Override"/></td> </tr> </tbody> </table> <p>➤ Click <input type="button" value="Override"/></p> <p>A new window will open:</p>  <p>➤ Enter the reduced Lodging ➤ Enter the reduced M&IE ➤ Click <input type="button" value="Use"/></p>	Delete	Arrival Date	Departure Date	Itinerary Location	Unlisted	Override	X	03/01/11	05/29/11	NOFFOLK,VA	<input type="checkbox"/>	<input type="button" value="Override"/>
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<p>9</p>	<p>The Document Information screen appears</p> <p>➤ Click <input type="button" value="Save"/> (<i>Changes to Document Information</i>)</p>												

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10	<p>Click on Totals in the <i>Document Toolbar</i> to open up <i>Totals Details for</i> screen.</p>  <p>Total Details for 1TDYS0030</p> <p>Quick Tip Click the View Advances for Document link to add or update an advance. more</p> <p>For this Document you can: View Advances for Document</p> <p>Currency: U.S. Dollar Total Estimated Expenses: 13,372.33 Computed Advance Authorized: 4,650.00 Advance Requested: 0.00</p> <p>Expense Category Details</p> <table border="1"> <thead> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Organization</th> <th>Accounting Code Label</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>CDM_CARRIER</td> <td>AGENCY CARD</td> <td>H-20-01</td> <td>General Travel FY11</td> <td>423.00</td> </tr> <tr> <td>LODGING TAX</td> <td>GOVCC</td> <td>H-20-01</td> <td>General Travel FY11</td> <td>1,800.00</td> </tr> <tr> <td>LODGING-PERDIEM</td> <td>GOVCC</td> <td>H-20-01</td> <td>General Travel FY11</td> <td>4,503.40</td> </tr> <tr> <td>M&IE-PERDIEM</td> <td>OTHER</td> <td>H-20-01</td> <td>General Travel FY11</td> <td>3,019.50</td> </tr> <tr> <td>MILEAGE</td> <td>OTHER</td> <td>H-20-01</td> <td>General Travel FY11</td> <td>51.00</td> </tr> <tr> <td>OTHER NON-TR</td> <td>OTHER</td> <td>H-20-01</td> <td>General Travel FY11</td> <td>50.00</td> </tr> <tr> <td>OTHER TRAVEL</td> <td>OTHER</td> <td>H-20-01</td> <td>General Travel FY11</td> <td>1,350.00</td> </tr> <tr> <td>RENTAL CAR</td> <td>GOVCC</td> <td>H-20-01</td> <td>General Travel FY11</td> <td>1,700.00</td> </tr> <tr> <td>TRANSACTION FEES</td> <td>AGENCY CARD</td> <td>H-20-01</td> <td>General Travel FY11</td> <td>25.43</td> </tr> <tr> <td>TRANSPORT</td> <td>OTHER</td> <td>H-20-01</td> <td>General Travel FY11</td> <td>450.00</td> </tr> </tbody> </table> <p>Expense Category Advance Details</p> <table border="1"> <thead> <tr> <th>Expense Category</th> <th>Advance</th> </tr> </thead> <tbody> <tr> <td>M&IE-PERDIEM</td> <td>2,745.00</td> </tr> <tr> <td>MILEAGE</td> <td>51.00</td> </tr> <tr> <td>OTHER NON-TR</td> <td>50.00</td> </tr> <tr> <td>OTHER TRAVEL</td> <td>1,350.00</td> </tr> <tr> <td>TRANSPORT</td> <td>450.00</td> </tr> </tbody> </table> <p>Review that the Lodging and M&IE costs are what you typed in. Validate any allocations that may have been done. Make changes where necessary.</p>	Expense Category	Payment Method	Organization	Accounting Code Label	Amount	CDM_CARRIER	AGENCY CARD	H-20-01	General Travel FY11	423.00	LODGING TAX	GOVCC	H-20-01	General Travel FY11	1,800.00	LODGING-PERDIEM	GOVCC	H-20-01	General Travel FY11	4,503.40	M&IE-PERDIEM	OTHER	H-20-01	General Travel FY11	3,019.50	MILEAGE	OTHER	H-20-01	General Travel FY11	51.00	OTHER NON-TR	OTHER	H-20-01	General Travel FY11	50.00	OTHER TRAVEL	OTHER	H-20-01	General Travel FY11	1,350.00	RENTAL CAR	GOVCC	H-20-01	General Travel FY11	1,700.00	TRANSACTION FEES	AGENCY CARD	H-20-01	General Travel FY11	25.43	TRANSPORT	OTHER	H-20-01	General Travel FY11	450.00	Expense Category	Advance	M&IE-PERDIEM	2,745.00	MILEAGE	51.00	OTHER NON-TR	50.00	OTHER TRAVEL	1,350.00	TRANSPORT	450.00
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LODGING-PERDIEM	GOVCC	H-20-01	General Travel FY11	4,503.40																																																																
M&IE-PERDIEM	OTHER	H-20-01	General Travel FY11	3,019.50																																																																
MILEAGE	OTHER	H-20-01	General Travel FY11	51.00																																																																
OTHER NON-TR	OTHER	H-20-01	General Travel FY11	50.00																																																																
OTHER TRAVEL	OTHER	H-20-01	General Travel FY11	1,350.00																																																																
RENTAL CAR	GOVCC	H-20-01	General Travel FY11	1,700.00																																																																
TRANSACTION FEES	AGENCY CARD	H-20-01	General Travel FY11	25.43																																																																
TRANSPORT	OTHER	H-20-01	General Travel FY11	450.00																																																																
Expense Category	Advance																																																																			
M&IE-PERDIEM	2,745.00																																																																			
MILEAGE	51.00																																																																			
OTHER NON-TR	50.00																																																																			
OTHER TRAVEL	1,350.00																																																																			
TRANSPORT	450.00																																																																			
11	<ul style="list-style-type: none"> ➤ Preview the document ➤ Do Pre-Audit Results ➤ Stamp the document SIGNED <p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <ul style="list-style-type: none"> ➤ Verify the document status is PASS ➤ Click the Continue (<i>Stamping the Document</i>) button <p>The document will then be routed to the first level of the electronic approval process and you will be taken back to the Home screen where a message will be displayed toward the bottom stating and email has been sent to “email address”—FOR EMPLOYEES ONLY</p> <p>For EXCEPTED TRAVELERS – The Home screen will appear with the document appearing in the Last Documents area. The preparer will have to inform the Approving Official when the document is ready for approval in the system.</p>																																																																			